

***The Highlands Community Association (HCA)***  
***Architectural Review Committee (ARC)***

***Meeting Minutes***

May 6, 2015

Meeting called to order at 6:21 PM

1. COMMITTEE MEMBERS
  - a. ATTENDING: Joe Gagnier, Rick Seyler, Joe Levenduski, Sonja Benedict, Joey Langton, Bart Stewart, Terry Petze BOARD REP
  - b. GUESTS: None
2. REVIEW OF AGENDA was approved (5-0)
3. MEETING MINUTES were approved with corrections (5-0)
4. OLD BUSINESS:
  - a. PREVIOUSLY SUBMITTED APPLICATIONS:
    - i. 1415-1 PROJECT #/DESCRIPTION: Aluminum Fence
    - ii. HOMEOWNERS: Julie Myers
    - iii. ADDRESS: 11012 Isadora Drive
    - iv. NOTES: This project was assigned to Rick Seyler and Bart Stewart. APPROVED (5-0).
    - v. 1416-1 PROJECT#/DESCRIPTION: Wood and Aluminum Fence
    - vi. HOMEOWNERS: Roland & Melanie Caldwell
    - vii. ADDRESS: 11230 Sterling Cove Drive
    - viii. NOTES: Assigned to Sonja Benedict and Joey Langton. Homeowners did not get back with ARC to provide plat/plot plan. Sonja Benedict to contact homeowners again to determine if they wish to proceed with project.
    - ix. 1417-1 PROJECT #/DESCRIPTION: Playset in Rear Yard
    - x. HOMEOWNERS: Justin Willis

- xi. ADDRESS: 12007 Glen Kilchurn Drive
- xii. NOTES: Assigned to Bart Stewart & Sonja Benedict.  
APPROVED (5-0).
- xiii. 1414-1 PROJECT#/DESCRIPTION: Satellite Dish
- xiv. HOMEOWNERS: Morgan Ramsey
- xv. ADDRESS: 8525 Finstown Lane
- xvi. Notes: Project canceled by homeowners
- xvii. 1418-1 PROJECT#/DESCRIPTION: Painting of Front  
Door
- xviii. HOMEOWNERS: Cory & Katherine Chatham
- xix. ADDRESS: 12012 Sidlaw Hills Lane
- xx. Notes: Assigned to Joe Levenduski & Bart Stewart.  
APPROVED (5-0), Joe Levenduski to call and  
recommend staining both front door and balcony  
door the same color. Not required but recommended.
- xxi. 1400-1-2 PROJECT#/DESCRIPTION: Tree removal to  
clear site for detached garage
- xxii. HOMEOWNERS: Joseph Kirby
- xxiii. ADDRESS: 11107 Isadora Drive
- xxiv. Notes: Homeowner waiting for variance from  
county—ON HOLD

**5. NEW BUSINESS:**

- a. **NEW APPLICATIONS:** Box checked 5/6 at 11:30 am.
  - i. 1419-1 PROJECT#/DESCRIPTION: Enclosing existing  
screened porch with windows and doors
  - ii. HOMEOWNERS: Robert Elliott
  - iii. ADDRESS: 10907 Sterling Cove Drive
  - iv. NOTES: Assigned to Joey Langton & Joe Gagnier.
  - v. 1420-1 & 1421-1 PROJECT#/DESCRIPTION: Tree  
Removal
  - vi. HOMEOWNERS: Lacy & Susan Gray/ Robert R. Ward
  - vii. ADDRESS: 12013 Sidlaw Hills Lane/ 8136 Sidlaw Hills  
Lane

- viii. **NOTES:** Assigned to Rick Seyler and Bart Stewart.
- ix. **1422-1 PROJECT#/DESCRIPTION:** Porch
- x. **HOMEOWNERS:** David & Sonja Benedict
- xi. **ADDRESS:** 11231 Isadora Drive
- xii. **NOTES:** Assigned to Joey Langton and Joe Levenduski
- xiii. **1395-1 PROJECT#/DESCRIPTION:** Existing application—adding 12x10 structure
- xiv. **HOMEOWNERS:** Bart & Denise Stewart
- xv. **ADDRESS:** 7418 Rosemead Lane
- xvi. **Notes:** since a site visit has already been conducted and homeowner was present to further explain project the revision was approved as amended (4-0) with Bart Stewart abstaining.

**b. FINAL INSPECTIONS COMPLETED:**

- i. **1403-1 PROJECT#/DESCRIPTION:** Pergola constructed on existing deck
- ii. **HOMEOWNERS:** Marilyn Schaarsmith
- iii. **ADDRESS:** 10819 MacAndrew Lane
- iv. **Notes:** Assigned to Rick Seyler and Joe Gagnier. APPROVED (5-0).

**c. NEW FINALS ASSIGNED:** None

**6. OTHER NEW BUSINESS:**

- i. **1368-3 PROJECT#/DESCRIPTION:** Shed
- ii. **HOMEOWNERS:** Michael Pahan
- iii. **ADDRESS:** 11400 Black Isle Way
- iv. **Notes:** Additional information was provided by homeowner, that because the shed is under a certain square footage the project did not require an electrical permit. ARC followed up and determined that this information is incorrect; regardless of size, an electrical permit is needed for a detached accessory building. Therefore, 1368-3 remains Approval Denied. It is not the intent of the ARC to

**enforce or police, this is up to the county inspectors. However, it is the duty of the ARC as stated in the covenant to obtain copies of required permits at the completion of a project to close and give final approval.**

**7. OTHER OLD BUSINESS: None**

**8. ADJOURNMENT: 7:39 pm (5-0)**

**NEXT MEETING Wednesday, May 21 Submitted by Sonja Benedict**